

DTS CUI INTEGRATED TRAINING CURRICULUM WEB TRAINING CLASSES

AUTHORIZING OFFICIAL ROUTE AND REVIEW CURRICULUM (4 Hr) *

Time: .5 Hrs - **DTS Introduction/Overview**

- **Traveler Simplified Entitlements**

Time: 3.5 Hrs - **DTS CUI Training:**

LESSON 1 – INTRODUCTION

LESSON 1.1

- a. Administrative Remarks
- b. Training Resources (Tri-fold, DP Chapters 11-13, www.defensetravel.com)
- b. Create an Authorization for Approval

ROUTE AND REVIEW

LESSON 2 – AUTHORIZING OFFICIALS

- LESSON 2.1 – Introduction
- LESSON 2.2 – Travel Approval Checklist
- LESSON 2.3 – Pre-auditing Documents
- LESSON 2.4 – Preview Documents
- LESSON 2.5 – Returning Documents to Travelers
- LESSON 2.6 – Adjusting a Document
- LESSON 2.7 – Approving a Document
- LESSON 2.8 – Amending a Document
- LESSON 2.9 – Canceling a Document
- LESSON 2.10 – Delegating and Revoking Signature Authority
- LESSON 2.11 – Funds Certification

PRACTICAL EXERCISE – Route & Review of Documents (Optional as time permits)

*** Class Prerequisite: AO should attend the Traveler Document Preparation (4 Hr) Class**